

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

**TO: DIRECTOR, COMMISSIONED PERSONNEL CENTER, CPC**

THRU (Liaison Officer):

BILLET TITLE:

BILLET #:

FROM:  
ROUTING CODE:  
ADDRESS:

PHONE NUMBER:

RANK REQUESTED: (0-2, 0-3, 0-4, etc.)

GS/GM EQUIVALENT:

(This block to be completed by liaison officer)

IS THIS A NEW BILLET: YES NO  
BILLET PRIORITY: A, B, C, R

IMMEDIATE SUPERVISOR:

TITLE:

PHONE NUMBER:

EDUCATIONAL REQUIREMENTS:

OTHER QUALIFICATIONS (INCLUDE PARTICULAR SECURITY CLEARANCES, SKILLS, ETC...)

1. GENERAL DESCRIPTION OF BILLET:

2. DUTIES AND RESPONSIBILITIES:

a. Is this a supervisory billet? YES NO

b. If so, state number and grade of personnel supervised. Number:

Grade(s):

CONTINUE IN ITEM 4

3. CAREER DEVELOPMENT OPPORTUNITIES:

4. ADDITIONAL COMMENTS:

SIGNATURE OF SUPERVISOR:

DATE: